DRAKENSTEIN MUNICIPALITY
PUBLIC PARTICIPATION POLICY

25 March 2015

DATE APPROVED/REVIEWED	COUNCIL MEETING DATE
25 March 2015	25 March 2015

TABLE OF CONTENTS

1   PREAMBLE

1.1   The National Policy Framework on Public Participation of 2007 defines public participation as "an open, accountable process through which individuals and groups within selected communities can exchange views and influence decision making. It is further defined as a democratic process of engaging people, deciding, planning and playing an active part in the development and operation of services that affect their lives".

1.2   The Drakenstein Municipality is committed to the development of a culture of municipal governance that complements formal representative government with a system of participatory governance. Through this policy, the Drakenstein Municipality commits itself to establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality in terms of the provisions of the Local Government: Municipal System Act, Act No 32 of 2000.

1.3   The Constitution of the Republic of South Africa, 1996, sets two standards for local government:

   1.3.1   Provide democratic and accountable government for local communities

   1.3.2   Encourage the involvement of communities and community organisations in matters of local government.

1.4   Most recently , the National Development Plan, approved by Cabinet in September 2012, highlights that strengthening delegation, accountability and oversight is key for achieving a capable and developmental state, through harnessing the energy and experience of citizens at the level at which services are delivered.

2   DEFINITIONS

2.1   In this policy, unless the context indicates otherwise-

   2.1.1   **"Council"** means the municipal council of Drakenstein Municipality established by Municipal Systems Act, Act No. 32 of 2000 and Provincial Notice;

   2.1.2   **"Councillor"** means a member of the municipal council;

   2.1.3   **"Integrated Development Plan (IDP)"** means single, inclusive and strategic plan for the development of the municipality;

   2.1.4   **"Local community"** or **"community"** in relation of the municipality means that body of people comprising –

   - The residents of the municipality
   - The rate payers of the municipality
   - Any civic organisation and non-governmental, private sector or labour organisation or bodies which are involved in local affairs in the municipality;

2.1.5 **"Municipal Manager"** means the person appointed in terms of Section 82 of the Local Government: Municipal Structures Act, Act No 117 of 1998;

2.1.6 **"Municipality",** when referred to as "an entity" means municipality as described in section 2 of the Local Government: Municipal System Act, Act No. 32 of 2000; and when referred to as a geographic area means the municipal area determined in terms of the Local Government: Municipality Demarcation Act, Act No. 27 of 1998;

2.1.7 **"National Development Plan"** means the plan for the country to eliminate poverty and reduce inequality by 2030 through uniting South Africans, unleashing the energies of its citizens, growing an inclusive economy, building capabilities, enhancing the capability of the state and leaders working together to solve complex problems.

2.1.8 **"Public participation"** means an open, fair and accountable process through which individuals and groups within selected communities can exchange views and influence decision making. It is further defined as a democratic process of engaging people, deciding, planning and playing an active part in the development and operation of services that affect their lives;

2.1.9 **"Structures Act"** means the Local Government: Municipal Structures Act, Act No. 117 of 1998, as amended;

2.1.10 **"Systems Act"** means the Local Government: Municipal System Act, Act No. 32 of 2000, as amended.

2.1.11 **"Ward committee"** means a committee of a municipal ward, established in terms of Part 4 of Chapter 4 of the Structures Act.

3 LEGISLATIVE FRAMEWORK

3.1 Several government policy documents, (including principles for the Reconstruction and Development Programme; White Paper on Local Government; Municipal Service Partnerships, Rural Development Framework and Municipal Community Partnerships), served as the legislative cornerstone advocating for and promoting the need of public participation.

3.2 Other legislation that affects public participation in the municipal sphere includes:

3.2.1 Constitution of South Africa 1996, in Section 151 (1) states that "Municipalities are obliged to encourage the involvement of communities& community organisations in local government."

3.2.2 White Paper on Local Government of 1998 states that "Municipal Councillors should promote the involvement of citizens and community groups in the design and delivery of municipal services. The act further states that 'In the past, Local Government has tended to make its presence felt by controlling and regulating citizens' actions. Municipalities need to be aware of the divisions within local

municipalities and seek to promote the participation of marginalised and excluded groups in community processes.

3.2.3 Municipal Structures Act 117 of 1998, Chapter 4 (Establishment of ward committees).

3.2.4 Municipal Systems Act 32 of 2000 (Chapter 4) defines 'the legal nature of a municipality as including the local community within the municipal area, working in partnerships with the municipality's political & administrative structures to provide for community participation.

3.2.5 Municipal Finance Management Act of 2003 was put in place to bring about transparent and effective financial management in municipalities and municipal public entities. The MFMA outlines ways in which the community can be informed of the financial situation of a municipality.

3.2.6 Municipal Property Rates Act of 2004 stipulates that the public must participate in decisions relating to municipal property rates.

3.2.7 National Policy Framework on Public Participation provide guidelines for Public Participation in South Africa. It also guides municipalities with the practical implementation of a well-planned, resourced and structured participation program so that communities can actively contribute to the decision making process within the municipality.

4 OBJECTIVES OF THE PUBLIC PARTICIPATION POLICY FRAMEWORK

4.1 Through the implementation of this policy the municipality aspires:

4.1.1 To meet the legal requirements as spelt out in the Constitution, the Municipal Systems Act and accompanying regulations.

4.1.2 To develop a culture of public participation through the creation of conditions for local communities to participate in the affairs of local government.

4.1.3 To establish an accountable, transparent and accountable municipality.

4.1.4 To strengthen democracy by increasing participation of citizens and improve communication to allow the public to have access to information and to feedback to the local municipality.

4.1.5 For the municipality to make development plans and services more relevant to local needs and conditions.

4.1.6 To enforce development of mutual trust between the public and the municipality.

4.1.7 To promote the values of good governance in Drakenstein Municipality.

4.1.8 To outline the roles and responsibilities of the municipality and the public in deepening participatory democracy.

5 THE COMPONENTS OF THE MUNICIPALITY

5.1 There are 3 components of the municipality who will be required to interact with one another to ensure effective public participation and true participatory democracy. These role players are:

5.1.1 The political structures that consists of municipal Council, Executive Mayoral Committee and Committees of Council;

5.1.2 The administration which compromises of municipal officials appointed by the council who are responsible for implementation of the decisions of the political structure; and

5.1.3 The community which comprises that body of people comprising the residents of the municipality, the rate payers of the municipality and any civic organisation and non-governmental, private sector or labour organisation or bodies which are involved in local affairs in the municipality.

6 BENEFITS OF PUBLIC PARTICIPATION

6.1 Benefits of public participation include:

6.1.1 Increases participation in the democratic process and allows for greater links between sectors of communities.

6.1.2 Encourages attitudes of openness and transparency in engaging with communities

6.1.3 Alerts municipality of grassroots issues from citizens' perspective

6.1.4 Contributes to the development of self-confidence, pride, initiative, responsibility and cooperation

6.1.5 Encourages citizens and communities to take charge of their own lives and be actively involved in finding solutions to their problems

6.1.6 Builds capacity of citizens to engage effectively with their local councils

6.1.7 When communities establish good working relationships with local authorities, it increases their level of confidence without losing perspective

6.1.8 Participation also encourages and strengthens internal accountability structures in community organisations

6.1.9 With increased communication between structures, negotiations become part of the participatory process

6.1.10 Participation builds ownership of processes of change on the part of communities and deepens their commitment to it

6.1.11 In terms of the IDP process, participation enables partnerships like public/public; public/private; public/community

7 PRINCIPLES THAT WILL GUIDE PUBLIC PARTICIPATION

The White Paper on Local Government emphasized the importance of building relationships between local communities and their municipalities and also emphasized the principle of accountability by Municipal councils.

The White Paper introduced the concept of Batho Pele in the Public Service. Batho Pele means "People First" and it was launched to ensure that our people are being served properly and that all staff work to their full capacity and treat state resources with respect.

Other underlying principles, which are also underscored by the Batho Pele Principles, include the following:

7.1 Inclusivity: Embracing all views and opinions in the process of public participation.

7.2 Diversity: Embracing all race, gender, religion, ethnicity, language, age, economic status and sexual orientation.

7.3 Building Community Orientation: Keeping the public well overboard, informed and knowledgeable through capacity building and to have a clear understanding of the purpose and the role that they are required to play.

7.4 Transparency: Promoting openness, sincerity and honesty among all the role players in a public participation process

7.5 Flexibility: Being flexible in terms of time, language and approaches to public meetings and processes.

7.6 Accessibility: Municipality should ensure that public participation is accessible and open to all role-players in the public participation processes.

7.7 Accountability: All Stakeholders involved should be committed to implement and abide by communicate all measures and decisions in the course of the public participation process.

7.8 Trust, Commitment and Respect: Municipality should build trust, confidence, honesty, integrity, respect in the community so that they believe that their views will be heard, respected and considered when decisions are taken at the Municipality.

7.9 Integration: Municipality should ensure that public participation processes are integrated into the planning and decision making processes such as Integrated Development Plan (IDP), Service delivery issues, Budget and Performance Management System.

8 VEHICLES FOR COMMUNITY PARTICIPATION

8.1 Participatory Democracy Structures
Participation should take place through the established structures in the Municipality such as Ward Committees, the IDP Representative Forum, etc.
The Council has established the following structures to encourage the members of the local communities to contribute in the decision-making processes:
- Ward Committees
- IDP Representative Forum
- Drakenstein Gender Forum
- Youth Forums

- Drakenstein Business Federation
- Wellington Discussion Forum
- Top 100 Electricity Consumers Forum
- Seasonal Electricity Users Forum
- Drakenstein Sport Forums

The above mentioned structures and fora will advise the Council on various matters to ensure that proper decisions are taken to enhance the development of the municipal area, it is also a feedback session with regard to Infrastructural developments.

8.2   Political Structures

In terms of the provisions of Section 17(1) (a) of the Municipal Systems Act, political structures must be used to drive the public participation process. The Act defines 'political structures' as the Municipal Council or any committee or other collective structure of a municipality that has been elected, designed or appointed in terms of the Municipal Structures Act.

These political structures include:
- The Municipal Council or its Committees
- Ward Councillors
- Ward Committees
- Any other mechanisms, processes and procedures established by the municipality.

8.3   Public Participation mechanisms, processes and procedures

In general, members of the local community have the right to contribute to the decision-making processes of the municipality. They can exercise this right through mechanisms and in accordance with processes and procedures provided for in terms of the Systems Act and/or any other applicable legislation.

8.3.1   Required Standard Operating Procedures

The municipality must establish mechanisms, processes and procedures for the following:

8.3.1.1   Receiving and considering petitions and complaints from members of the local community.

8.3.1.2   Notifications and public comments procedures.

8.3.1.3   Public meetings, Izimbizo's and Public hearings.

8.3.1.4   Consultative sessions with organised and unorganised community organisations.

8.3.1.5   Feedback to local communities

8.3.2   Considering Special Needs

The municipality must, when implementing methods for public participation provide for the following:

8.3.2.1 For the municipal officials to help the members of the community who cannot read and write;

8.3.2.2 Provision for the special needs of women;

8.3.2.3 Appropriate access to public meetings and hearing for people with physical disability; and

8.3.2.4 A translator after having assessed the language preferences and where appropriate

8.3.3 Available Community Procedures

The Municipal Manager should inform the general public of any community procedures available through which the general community can voice their opinions and comment on any municipal affair where community's inputs is required . This can be done through the following:

8.3.3.1 Holding of public meetings by the Municipality to the general public

8.3.3.2 Consultative sessions with the local structures and community organisations

8.3.3.3 The submission of written public inputs/ comments to the Municipality**.**

8.3.4 Public Meetings Notifications

All communication by the municipality to the community should be done through one or more of the following media to the local community**:**

8.3.4.1 Local newspapers that are circulated and advertised once on a weekly basis;

8.3.4.2 Municipal libraries;

8.3.4.3 Municipal notice boards;

8.3.4.4 Local Radio Station;

8.3.4.5 Short Message Service (SMS's);

8.3.4.6 Public loud hailing will be implemented on IDP public engagements, any public meetings and events;

8.3.4.7 Any other place/s as may be determined by the ward committee members and ward councillors; and

8.3.4.8 Handing out of pamphlets.

9 MUNICIPAL ISSUES REQUIRING PUBLIC PARTICIPATION

Not all types and forms of decision-making require the same degree of community participation. In order to avoid any uncertainty about whether or not community participation is critical with regard to certain important municipal decisions and processes, the Systems Act provides a non-exhaustive list of important municipal 'events' in which community participation is particularly important, including:

9.1 Development and Review of Integrated Development Plan (IDP)

Facilitation of community participation in the IDP process takes place as set out in the approved IDP Process Plan and is effected mainly through the following structures and methods:

9.1.1 IDP Practitioner

9.1.1.1 Drafts the IDP & Budget Process Plan for the scrutiny of the Executive Management Committee, the consideration of the Mayoral Committee and adoption by the Municipal Council.

9.1.1.2 Implements the Media-and Awareness Campaign to encourage community and sector participation in the IDP process.

9.1.1.3 Consolidate all community inputs, including newly identified projects for channelling to the relevant departments.

9.1.2 Ward Committees

9.1.2.1 Mobilise communities to attend IDP/Budget meetings;

9.1.2.2 All committee members must be present at the IDP community meetings to assist marginalised groups and those who cannot read or write;

9.1.2.3 Participate in driving of the Ward Based Planning process;

9.1.2.4 Prioritise the community inputs and determine the top five (5) priorities of the ward;

9.1.2.5 Give details on priority issues and problems;

9.1.2.6 Monitor and evaluate IDP projects.

9.1.3 IDP Representative Forum

An IDP Representative Forum will be established in order to engage with the draft Integrated Development Plan (IDP), Budget and Performance Management System of the Drakenstein Municipality. By broadening the scope of the IDP Representative Forum to include the budget, performance management and service agreement requirements for public participation, the municipality asserts that budgeting ought to be linked to development planning, which clearly impacts the definition of performance areas, indicators and targets, as well as service delivery. The Forum will be responsible for:

9.1.3.1 Representing the interests of their constituents in the IDP process;

9.1.3.2 Providing an organisational mechanism for discussion, negotiation and decision-making between the stakeholders and the municipality to fulfil the public participation requirements in terms of the budgeting, performance management and service level agreement processes;

9.1.3.3 Ensuring communication between all the stakeholder representatives;

9.1.3.4 Monitoring the performance of the planning and implementation process;

9.1.3.5 Represent he interest of their constituents through the IDP process;

9.1.3.6 Form a structural link between the municipality and the public by informing interest groups, communities and organisations on relevant planning activities and their outcomes;

9.1.3.7 Provide an organisational mechanism for discussion, negotiation and decision making between the Stakeholders;

9.1.3.8 Analyse and integrate issues, determine priorities, strategies, projects and programmes and identify budget requirements;

9.1.3.9 Discuss and comment on the draft IDP/Budget; and

9.1.3.10 Monitor performance of the planning and implementation process.

9.1.3.11 The IDP Representative Forum shall consist of:

- Municipal Manager;
- Members of the Mayoral Committee;
- Members of the Executive Management Committee;
- Community based organisations;
- Organised business;
- Non-governmental organisations;

9.1.4 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

9.1.4.1 Represent the interest of the municipality`s constituency in the IDP Process;

9.1.4.2 Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;

9.1.4.3 Ensure communication between all the stakeholder representatives inclusive of municipal government; and

9.1.4.4 Monitor the performance of the planning and implementation process.

Key dates and activities of the IDP Representative Forum are as follows:

IDP Representative Forum Key Dates	
September	IDP Public Participation Roadshow – Community Needs Analysis
November	The provision of feedback on the status quo and strategic framework components of the IDP; Presentation of the 1st Quarter Top Layer SDBIP Report; and Consider Community Needs Analysis and make recommendations to Executive Mayor.
January	Circulate Mid-year
April	Presentation of the Draft IDP and Budget as part of the public participation;

	Presentation of the 2nd Quarter Top Layer SDBIP Report; Presentation of the Draft Top Layer SDBIP; and Presentation of the Annual Report.
May	Feedback on comments received during the 21 day advert period on the Budget and IDP as well as the public participation process and suggested ways of addressing these issues; Recommendation by the IDP Representative Forum for adoption of the IDP by Council; and Presentation of the 3rd Quarter Top Layer SDBIP Report.

Table 1: Key Dates of IDP Representative Forum

9.1.5   Electronic and Printed Media

9.1.5.1   Community inputs must be obtained from reactions on advertisements placed in local media and the municipal website.

9.1.5.2   The municipal IDP Process Plan must be placed on the municipal website and in libraries.

9.1.5.3   The IDP must be made available at municipal offices, municipal libraries and on the website of the municipality.

9.1.6   Written Submissions

9.1.6.1   Members of the community may participate in the development of the municipal IDP by making written submissions to the Municipal Manager on the dates as specified in specific municipal notices.

9.2   The Budget Preparation Process

The Budget Preparation process commences with the approval of the IDP Process Plan by the Municipal Council and further unfolds as follows:

9.2.1   The IDP Unit, Ward Councillor and Ward Committee will consult all communities in the Ward to determine the developmental needs of the Communities.

9.2.2   All needs determined through this process, will be finalised and prioritised by the Ward Committee during the Ward Based Planning process.

9.2.3   The IDP Representative Forum will reflect on the Strategic Objectives for Service Delivery and proposed revisions to the IDP emanating from the Ward Based Planning process.

9.2.4   All internal Sector Departments will prepare their respective Business Plans taking cognisance of the priorities of the Ward Committee.

9.2.5   The Budget Steering Committee of the municipality has a duty in terms of the Municipal Finance Management Act to compile the draft budget for the Medium Term Revenue and Expenditure Framework (MTREF).

9.2.6   Once the draft budget is compiled, the Executive Mayor will table the draft IDP, draft budget, draft budget related policies, draft Service Delivery and Budget Implementation Plan (SDBIP) to the Municipal Council.

9.2.7 The draft budget, its related policies, the Draft IDP and Draft SDBIP will be placed in the Municipal Libraries, Offices and the Website to ensure that the public has access to the documents in order to make informed comments.

9.2.8 The Ward Councillor and the Ward Committees will have the duty to explain the Draft budget, its related policies, the Draft IDP and Draft SDBIP to their respective Wards. (The administration will provide technical support to the Ward Councillor and Ward Committee during this consultative process).

9.2.9 In order to ensure that all stakeholders are informed about these Budget Consultation Meetings, notices will be placed in print media and the municipal website. Announcements will also be made through the electronic media including the SMS system, for those whose contact numbers are registered on the municipal database.

9.2.10 In addition to the above, the municipality will also consult with Organised Business, Community Based Organisations and Non-Governmental Organisations which are registered on our database.

9.2.11 The IDP Representative Forum will reflect on the Draft IDP, Draft Budget and the appropriateness of performance indicators and targets, and make submissions to Council in this regard.

9.2.12 All submissions received through the consultation process including written submissions, will be submitted to the Budget Steering Committee for consideration, where after the Executive Mayor will submit the budget to the Municipal Council for adoption.

9.3 Development, implementation and review of Performance Management System (PMS)
The Systems Act makes it very clear that the public must participate in the monitoring and review of the performance of municipalities. The list hereunder sets out the various issues in respect of which the municipality is required to engage with the community:

9.3.1 Public consultation on performance and suggested revisions to Key Performance Indicators and Targets

9.3.2 Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP)

9.3.3 Make public the Quarterly Performance Assessment Report of the municipality

9.3.4 Monitoring and review of organisational performance, including outcomes and impact of performance (Annual Report)

9.4 Policy Formulation
The facilitation of public participation in the policy formulation process takes place in terms of the process stipulated in the *Policy for Formulation, Development and Review of Policies*, and future amendments thereto (adopted by Council on 27 August 2014).

9.5   Development of a By-law
All proposed by-laws must be published for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed by-law.

9.6   Strategic decisions relating to service delivery such as Service Level Agreements
The facilitation of public participation in the decision making processes relating to service delivery such as Service Level Agreements takes place in accordance with the regulations and legislative prescripts applicable to the specific process and projected outcomes or as approved by Council.

9.7   Other issues for consultation
Other issues on which the municipality may consult the community is in respect of:

9.7.1   Road closures

9.7.2   Amendments to the town planning scheme regulations

9.7.3   Municipal Valuation Rolls

9.7.4   Service Delivery Charters

9.7.5   Customer Satisfaction Surveys

9.7.6   Customer Complaints Management System

10   ROLES & RESPONSIBILTIES

10.1   Municipal Manager
Giving effect to Section 16 and 17 of the Municipal Systems Act as set out in this Policy the Municipal Manager must do the following:

10.1.1   Encourage and create conditions for public participation in the affairs of the municipality including in;

10.1.2   Preparation, implementation and review of the Municipal Integrated Development Plan (IDP)

10.1.3   Establishment, implementation and review of the Municipal Performance Management System

10.1.4   Monitoring and review of the municipals performance, including the outcome and impact of such performance

10.1.5   Considering of draft laws

10.1.6   Preparation of the municipal budget

10.1.7   Consideration of the municipal budget, tariffs and debt collection policies

10.1.8   Strategic decisions relating to the provision of municipal services

10.1.9 Ensure that the municipality employs sufficient staff members, other than councillors who may help in the public participation processes

10.1.10 Ensure that all staff members, including councillors are trained in the public participation processes

10.1.11 Ensure public capacity building for meaningful participation in the municipal affairs

10.1.12 Establish and notify the public on all available participation methods in the municipality

10.1.13 Ensure that the municipality uses appropriate venues for public meetings

10.2 Councillors

This policy requires of Municipal Council to familiarize themselves with its contents, make their constituencies aware and oversee its implementation by the officials. Public participation is a legal requirement; therefore council has a duty to ensure that it adheres to all planning and development issues related to the public.

The council as the political body will be held accountable if legal requirements are not met. Participatory and democratic local government entails commitment from councilors. They are the vehicles through which communities speak. They should be in touch with the needs of those they have the responsibility to represent. It is council's responsibility to promote and supervise the implementation of public participation initiatives. Councilors should act as the enabling agents to the community.

10.3 Executive Mayoral Committee

10.3.1 Play a role in the monitoring of public participation by annually reporting on community involvement.

10.3.2 Ensure that public views are taken into account.

10.3.3 Report on the effect of consultation on the decision making process.

10.4 Community

It is expected of members of the general public to familiarise themselves with the content of this policy, observe it and demand for its full implementation and for this purpose to ensure that their participation takes place through the mechanisms established by the Municipality in terms of the Municipal Systems Act as set out in this policy.

11 PETITIONS AND COMPLAINTS

11.1 Petitions and complaints lodged by the general public shall be addressed to the Municipal Manager and may be submitted to the councillor elected in the ward or at a facility provided for at municipal council's offices.

11.2 All petitions received shall be processed, considered, referred to relevant sub-Directorates and be acknowledged by the Municipal Manager within 48 hours in writing.

11.3 Any petitions and complains must comply with the following requirements:

11.3.1 It must in legible writing or typed;

11.3.2 It must clearly indicate the topic; and

11.3.3 It must indicate the relevant directorate or official where possible.

12 PUBLIC COMMENTS

The Municipality should consider inviting the general public and the interested organisations to submit inputs and comments on the following:

12.1 The identification of the community needs and the prioritizations of those needs for the purpose in the Municipal area;

12.2 On strategies, programs and services to address the developmental agenda based on community needs listed in the Integrated Development Plan.

12.3 In the development, implementation and the monitoring of the Municipal Performance Management Systems including setting of Key Performance Area's and Key Performance Targets in the Municipality .

12.4 The inputs and comments of the general public on the budget, proposed tariffs as well as its credit and debt control policy.

12.5 The Municipal Manager must formulate a report thereon with any advice or recommendations the Council may consider necessary.

12.6 The Municipal Manager should make copies of the report available to the general public in one or more of the following manner:

12.6.1 By publication in the official municipal newsletter;

12.6.2 Making a copy available at all Municipal offices;

12.6.3 Posting a copy of the report on the Council website;

12.6.4 Posting a copy of the report on the notice board at all municipal officer; and

12.6.5 Providing every ward councillors and ward committee members with copies for distribution to the communities.

12.7 The Municipal Manager must ensure that the report is published according to the Municipal Council's language policy for the municipal area of jurisdiction.

13 COMMENTS THROUGH ELECTRONIC SYSTEM

13.1 The Municipal Manager must provide the community with a central E-mail address where they may submit written comments directly to the Municipality on any matter referred to in this policy and or other relevant legislation.

13.2 The Municipal Manager must ensure that the comments are accessed regularly and collated by staff members specifically allocated to this task.

13.3 The Municipal website should provide a facility for the general public to provide comments of any nature without the municipality necessarily permitting the abuse of the facility.

14 VENUE FOR PUBLIC MEETINGS AND HEARINGS

14.1 The Municipal Manager must ensure that she/he makes use of appropriate venue for any public meeting as provided for in this policy.

14.2 The Municipal Manager should take into consideration the size of the venue and the approximate number of people who might be attending.

14.3 The location of the venue and access to it public and private transport

14.4 The amount of staff members of the council to be made available to ensure the smooth administration of the meeting;

14.5 The provision for security for both the members of the public and the administration.

15 CONCLUSION

The impetus for an active citizenry is founded in the understanding that the developmental challenges facing South Africa cannot be addressed by the government alone. Along with the right to an equal and democratic society comes the responsibility to aid in addressing the challenges of our past. This policy seeks to promote the notion "that the state cannot merely act on behalf of the people – it has to act with the people, working together with other institutions to provide opportunities for the advancement of all communities. (The Presidency 2012: 37).

The National Development Plan further defines the concept with direct reference to local government as the need for citizen participation to be mainstreamed and the need for citizen priorities need to shape municipal planning. The NDP notes that: IDP processes need to be municipality-led; participation in IDP processes needs to be deliberative and engage communities in prioritising and making trade-offs; and, local government needs to engage people in their own spaces, rather than expect them to come to governmental forums. With the implementation of this policy, Drakenstein Municipality will be a catalyst for development driven by an active citizenry, fully aware of their rights and responsibility in society in its current state and conscious of the future of generations to follow.